

CODE CHANGES 2019: COMMITTEE REPORTING

TO: Council
FROM: Governance Committee
November 2019

Amendment to require information to be sent to every Council meeting recording the dates of past and future committee meetings and listing the committee minutes and reports being submitted to each Council meeting.

Additions are indicated by ***bold italics***. Deletions are indicated by striking through (~~this~~).

SECTION III. MEETINGS OF COUNCIL

Article 2. Agendas and Minutes

1. (a) The President shall ensure that the agenda for each regularly scheduled Council meeting is circulated by 4 pm three (3) business days in advance of the meeting to members of Council and other interested parties; any accompanying material shall be circulated at the same time; such material shall include background information on motions detailing the rationale for them; ***such material shall also include information from all committees, including the Executive Committee, recording the dates of the latest and next upcoming meetings of the committee and listing minutes and reports being submitted to Council from the committee.***

SECTION V. COMMITTEES

Article 3. Committee Chairs

3. General Provisions for Chairs of Standing, Extraordinary, and Ad Hoc Committees
 - (a) The Chair shall preside over the meetings of the Committee, and shall not vote except to break or create a tie or otherwise to affect the result.
 - (b) Each Committee shall designate from its membership a Vice-Chair, who shall chair meetings in the absence of the Chair and have such other duties as may be

assigned by the Chair or the Committee from time to time. If both the Chair and the Vice-Chair are unable to attend a meeting, the Committee shall elect an acting chair for that meeting.

- (c) The Chair shall administer the budget of the Committee as approved by Council, and shall be the signing officer of the Committee.
- (d) The Chair shall liaise with the Graduate Student Society committee or committees most relevant to that Chair's committee.
- (e) All Chairs shall have access to secretarial support in performance of their duties, and the Executive Committee shall ensure that Chairs have such access.
- (f) Each Chair of a Standing or Ad Hoc Committee shall provide a transitional report for their successor, and shall generally assist in the transition of their successor.
- (g) ***All Chairs shall supply information for each Council meeting by 10 am on the day the agenda is to be circulated for that meeting, recording the dates of the latest and next upcoming meetings of their committee and listing minutes and reports being submitted to Council from their committee.***

SECTION VI. EXECUTIVE

Article 3. Executive Committee

- 6. ***The Executive Committee shall supply information before each Council meeting, in time to be submitted along with the agenda for that meeting, recording the dates of the latest and next upcoming meeting of the Executive Committee and listing minutes and reports being submitted to Council from the Executive Committee.***